



Division of Operations Environmental Implementation Procedure
Bureau: Highway Maintenance

Date: 2/10/11

Procedure EIP-16
Management Review

Revision: 3.1

Page 1 of 3

PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to establish a procedure for Bureau and NHDOT management to annually evaluate performance of the EMS and provide direction and input for the EMS and overall environmental improvement.

The Management Review completes one EMS cycle and begins another cycle. The review is intended to empower the EMS Team and Bureau employees to act and move forward in the continual environmental improvement process.

RESPONSIBILITY:

Office of Stewardship and Compliance (OSC):

- Provide oversight and assist Bureaus in preparing, conducting, and following up on Management Reviews.
- Participate in annual Bureau and NHDOT Management Review meetings.
- Summarize Bureau-level management reviews, conduct NHDOT upper-level Management Reviews, and follow up on NHDOT management input.
- Coordinate with Bureau EMS Teams and provide input to NHDOT management about identified needs for EMS and environmental performance improvements.

Director/Bureau Administrator:

- Select key Bureau managers to participate in annual Management Review meetings.
- Provide leadership, direction, and recommendations to the Bureau EMS Team.
- Advocate that adequate resources are available to implement recommendations.

Bureau EMS Coordinator:

- Coordinate with OSC, Bureau management, and the EMS Team to conduct annual Management Reviews.
- Lead Bureau efforts to summarize and present EMS information and data including progress toward achieving objectives and targets, results of internal and external EMS evaluations and compliance audits, and corrective and preventative actions taken during the year.
- Along with the EMS Team, provide input to Bureau management concerning identified EMS and environmental performance improvements needed including new or proposed legal and regulatory requirements, changes in significant environmental aspects and impacts, and changes in Bureau operations that could affect the EMS and environmental performance.



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Page 2 of 3

Bureau Employees:

- As applicable, participate in annual Management Review meetings.
- Report any identified needs for EMS and environmental improvements to Bureau management and the EMS Team.

DOCUMENTS AND RECORDS:

- Management Review Meeting Agenda
- Management Review Meeting Summary/Minutes

PROCEDURE:

1. At least annually, The Director, Bureau Administrator, OSC, and the Bureau EMS Team review the EMS to:
 - Evaluate the suitability and effectiveness of the EMS for the organization's operations.
 - Reassess the EMS policy and each EMS element.
 - Direct or redirect resources, as required.
 - Provide input on new or revised objectives and targets.
2. The Bureau EMS Coordinator documents the Management Review, prepares a meeting agenda, records meeting minutes. Distribute the meeting minutes within the organization as appropriate.
3. The management review meeting should include a review of:
 - Progress on meeting objectives and targets.
 - Monitoring results and corrective action reports.
 - Findings from EMS Audits and Compliance Evaluations.
 - Communications and interactions with interested parties including the public, regulatory agencies, and other stakeholders.
 - Environmental and regulatory incident reports.
 - Any changes in Bureau operations and services, legislation, regulation, other internal and external requirements and commitments, and stakeholder considerations.
 - Recommendations for improvement in the EMS and the Bureau's environmental performance.



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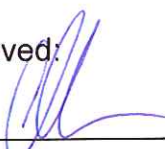
Procedure EIP-16

Revision: 3.1

Management Review

Page 3 of 3

4. The Bureau EMS Coordinator maintains all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.1</u>
Name _____	Revision Date: <u>2/10/11</u>
<u>State Maint Engineer</u>	Supersedes
Title _____	Revision #: <u>3.0</u>
Date <u>2/15/11</u>	

New Hampshire Department of Transportation

Bureau of Highway Maintenance

Annual EMS Management Review

November 5, 2010



See handouts as we proceed

Bureau of Highway Maintenance Annual Management Review

Agenda

- BHM EMS Team
- Environmental Policy
- Environmental Aspects and Impacts
- Objectives and Targets
- Environmental Action Plans
- Environmental Implementation Procedures

Bureau Of Highway Maintenance

EMS Team Members

District 1 – Dan Fogg

District 2 – Jon Johnson, Alan Hanscom

District 3 – Lane Evans, Dave Rodrigue

District 4 – Ryan Lavoie, Doug Graham

District 5 – Bob Richards, Richard Radwanski

District 6 – Doug Almon, Steven Ireland

Bureau 58 – Mark Kirouac

EMS - Fenceline

Limited to Facility Property

Does not include roads and
highways

EMS - Framework

Manual

Environmental Implementation
Procedures

Aspects

Action Plans



Note manual revised but not distributed

Information Management

G:drive

Bureau Intranet

Environmental Policy

Awareness Training

Posted at all Bureau Facilities



See handout

Environmental Aspects and Impacts

Facility Operations – 9

Vehicles And Equipment – 8

Facility Management and Support – 14

Grounds – 5

Administration – 4

Fuel Storage, Handling, and Dispensing - 4



See handout 1 page

Environmental Aspects and Impacts

Ranking Criteria

- A. Degree of Impact on health, environment, and natural resources
- B. Degree of Concern by regulators, employees or public
- C. Frequency of Likelihood of occurrence
- D. Degree of Control
- Total Score = $(A + B + C) * D$
- Significance

See handouts, 1- criteria, 2- legal requirements 6 pages,

EMS Objectives and Targets

- 1. Improve Wastewater Handling and Disposal**
- 2. Develop Work Instructions for Salt Handling**
- 3. Improve Chemical Handling and Disposal**
- 4. Improve Compliance of Hazardous and Special Waste**
- 5. Improve Compliance of Equipment Painting Operations**
- 6. Improve Compliance of UST and AST Programs**



See handouts, 1 – BHM high significance, 2- combined objectives/targets general BHM, Traffic, Bridge Maintenance, 3- BHM objectives/targets specific

Improve Wastewater Handling and Disposal

Floor Drains and Blind Sumps

Inventory of Disposal

Installation of oil/water separator
and storage tanks – District 3
\$70,000



See handouts, 1 – summary table, 2 – work instruction

Develop BMPs for Salt Handling

Work Instruction drafted



See handout – work instruction

Improve Chemical Handling and Disposal

Inventory of Chemical

Chemical Handling Work Instruction

Chemical Disposal Work Instruction



See handouts 1 – work instruction handling, 2 – work instruction disposal

Improve Compliance of Hazardous and Special Waste

Development of Environmental Practice Guide - Maine Green Book



See handout – current draft, effort in progress

Improve Compliance of Equipment Painting Operations

Paint Waste Study

Equipment Maintenance List

Administrative Controls

Bulk Paint and Coated
Equipment Specification
Hired Equipment, Bridge
steel



See handout, 1 – draft work instruction, final paint waste report submitted to NHDES on 10/6/10, discuss equipment list, paint specification revision, equipment requisitions

Improve Compliance of UST and AST Programs

UST Training 2008

Operator A, B, and C Training
completed prior to 8/2012
implementation deadline

IMP Notifications



See handout, plots of past due notifications 2009 and 2010, 12.6% reduction

Environmental Implementation Procedures

Team Review of "Toolkit" Version

Draft Bureau EIP 1 – 12

Team Review EIP 13 -16



See handout, plots of past due notifications 2009 and 2010, 12.6% reduction

EMS Future

- Complete 2009 Objectives and Targets
- EIPs
- Identify New Objectives and Targets
- Consultant Audit
- Resources - staff

EIPs contain much work to be completed and procedures to be implemented